![Augusta Technical College logo]

POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Eisenhower.

ABOUT THE POSITION

Job Title: Instructor, Health Information Management Technology (HIMT) / Medical Coding Certificate   **Job Code:** 11413

Campus Location: Summerville Site

Salary: $61,265.04 - $69,867.24; Commensurate with education and work experience.

Augusta Technical College has a remote work procedure which allows full-time non-essential staff members and full-time faculty up to eight (8) hours to be completed remotely with supervisor approval. Thirty-two (32) hours must be completed on campus per week.

JOB SUMMARY

The Technical Instructor is responsible for performing all aspects of instruction for the program.

MINIMUM QUALIFICATIONS

A bachelors degree in Health information Management Technology or a closely related field from a regionally accredited institution.
A professional certification through the American Health information Management Association (i.e. RHIA, RHIT, CCA, CCS).
A minimum of three (3) years of professional work experience and demonstrated knowledge of full-time work experience in healthcare.

PREFERRED QUALIFICATIONS

Current work experience with ICD and CPT codes and knowledge of various coding software is preferred.
Experience in Revenue Cycle Management is a plus
Knowledge of and experience with encoding software

COMPETENCIES

- Basic understanding of the mission and philosophy of technical education.
- Effective oral and written communication skills.
- Knowledgeable about methods of students' evaluation.
- Competent computer skills and ability to use common software programs (e.g. Microsoft Word, Excel, PowerPoint).
- The ability to implement technology into instruction.

MAJOR DUTIES

- Instructs courses in the HIMT and Medical Coding program based on schedule needs.
- Develop and update instructional resources for each assigned course, which contain course outlines, lesson
- plans, information sheets, remedial and enrichment activities, a list of audiovisual materials and computer software available, and copies of evaluation instruments or a written statement as to where they are located.
- Develops and updates a syllabus for each assigned course, which contains the name and number of the
- course, a course description, the assignment schedule, a list of the competencies, learning outcomes, the
- required textbooks, required tools and supplies, the evaluation, and grading procedures.
- Maintains course content, which is current, well-organized, and related to course learning outcomes and to students' previous learning.
- Demonstrates knowledge in the following areas: institutional services and policies; degree, diploma, and certificate programs offered by the College; job placement and follow-up; financial aid; library resources; and bookstore operations.
- Demonstrates knowledge of current trends in the program's industry/business community and maintains contact with the business community and professional associations on the local and state levels.
- Submits and updates all paperwork and required reports on time, including booklists, class schedules, termination reports, inventory, student purchase/cost list, and student evaluations.
- Selects staff development activities based on the following: student evaluations of course/instructor; performance evaluation; changes in business/industry and technical education; updates in technology, and/or professional needs.
- Completes all staff development plan requirements each year and enters staff development activity reports into Anthology promptly.
- Maintains credentials, licensure, and certifications required for teaching and profession.
- Demonstrates respect for students as individuals.
- Demonstrates accessibility in dealing with students' needs both individually and as a group; maintains posted office hours; and communicates clearly to students.
- Demonstrates effectiveness in instructor performance as reflected by the majority of positive responses on student evaluations.
- Counsel students with grades and attendance problems and refer students to the counseling center if needed.

A Unit of the Technical College System of Georgia

#HEJ

- Accesses student information from school-wide student data systems for advisement and registration
- purposes.
- Demonstrates effectiveness in instruction as evidenced by analysis of student performance on written and performance assessments and corrective actions taken to improve instructional delivery and student learning outcomes.
- Maintains a copy of up-to-date program and course standards to use as reference in curriculum development and revision.
- Assists Program Director with the planning of advisory committee meetings and attends at least two meetings annually.
- Provides input to the Program Director concerning the annual operations budget and institutional effectiveness plan.
- Serves on internal committees and participates in college initiatives.
- Provides input into college governance through the division's Faculty Advisory (FAC) representatives.
- Engages in activities that are of value to the community and responsive to the College's mission, values, and
- strategic priorities.
- Participates in departmental meetings and other program activities.
- Perform duties as assigned by the Program Director and Dean for the School of Health Sciences.

APPLICATION DEADLINE: The position will remain open until filled. All application packets MUST be completed via the Online Job Center at JobCenter (easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents, including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government, including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships, and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

08/2025